
Intermediate Care Facility for Persons with Mental Retardation (ICF/MR) Initial Application Process

What is an ICF/MR?

An ICF/MR is a facility that serves 4 or more individuals whose primary purpose is the provision of health or rehabilitative services to individuals with mental retardation, or related conditions, receiving care and services under the Medicaid program. An ICF/MR is expected to provide food, shelter, treatment, or services to four or more individuals, who are unrelated to the proprietor.

How do I become an ICF/MR provider?

Individuals seeking Medicaid Certification and State licensure of an ICF/MR must request, complete and submit an application packet. Application material can be found below or requested through the Bureau of Facility Standards at (208) 334 - 6626.

All building construction plans must be submitted for review and approval by the Fire Safety and Construction Program Supervisor. For additional information regarding these requirements, please refer to the [Fire Safety and Construction](#) web site.

What is included in the Certification and State licensure application packet?

The application packet includes what must be submitted and approved prior to an initial survey (items #1 and #2) and resource information related to ICFs/MR (items #3 - #6) as follows:

1. Initial Application [form](#). Additional [Instructions](#) for Form:
2. Required Facility [Information Sheet](#).
3. [Appendix J](#): Federal regulations for ICFs/MR.
4. [Appendix Q](#): Federal Guidelines for Determining Immediate Jeopardy.
5. [IDAPA 16, Title 3, Chapter 11](#): Idaho Administrative Rules for ICFs/MR.
6. Psychopharmacological Medications Manual

[Part 1 of 3](#)
[Part 2 of 3](#)
[Part 3 of 3](#)

Manual divided in order to allow placement on web site and to facilitate opening of the individual documents.

How do I complete the Certification and State licensure application?

1. Complete the Application for ICF/MR (item #1 above). Assure that all questions are answered. Hand-printed applications must be clearly printed and easily readable.
2. Submit all Required Facility Information (item #2 above). All requested documentation must be submitted with your application. When developing Policies and Procedures, assure that all areas listed on the Required Facility Information sheet are addressed.

Writing policies and procedures.

- The Policy is what you are going to do.
 - Procedures provide the framework for implementing the policies.
 - Be sure to include monitoring strategies to assure the procedures are being followed and evaluated for effectiveness. Monitoring helps you detect and correct quickly.
3. Submit all information, requested in items #1 and #2 above, to the Bureau of Facility Standards for review.

Where do I send my completed Certification and State licensure application materials?

The application materials can be submitted by mail or hand delivered.
PLEASE KEEP A COPY FOR YOUR RECORDS.

1. If you are mailing the application packet, mail to:

Department of Health and Welfare
Bureau of Facility Standards
P.O. BOX 83720
BOISE, ID 83720-0036

2. If you are hand delivering, deliver to:

Department of Health and Welfare
Bureau of Facility Standards
3232 Elder Street
Boise ID 83705

What happens after I submit my Certification and State licensure application materials?

We will review the materials you submitted. If the application is incomplete or if there are questions Bureau staff will contact you. Once the application materials have been approved and the actual building has been approved for occupancy, an on-site licensure and certification survey will be scheduled. For additional information related to the initial survey process, please refer to the [ICF/MR survey process](#) link on the ICF/MR web site.

How long will the Certification and State licensure application process take?

The length of the application process for Initial Certification and State licensure of an ICF/MR varies dependent on multiple factors such as whether or not the application is complete, whether or not additional information needs to be submitted, current work load and availability of resources necessary to complete the application review and initial survey, etc. Therefore, it is not possible for the Bureau of Facility Standards to establish specific timeframes.

How do I get paid for providing services?

An application for participation as a *Medicaid* provider can be obtained by contacting the Electronic Data Systems Office (EDS) at 800-685-3757 or 208-383-4310. This application process is completely separate from certification as a Medicaid provider or State licensure.

Medicaid reimbursement is not retroactive and usually becomes effective only after the survey is completed and you are in compliance with all regulations or have submitted an acceptable plan of correction. Once your facility has been licensed as an ICF/MR, you must submit your Medicaid provider application and a copy of your ICF/MR license to EDS.

Additional information

For additional information please access the website and reference information below or contact the Bureau of Facility Standards at (208) 334-6626 or email questions to fsb@dhw.idaho.gov.

Bureau of Facility Standards Informational Letters [Bureau Letters related specifically to ICFs/MR.](#)

Health and Welfare Rules

Access Health and Welfare Rules by going to www.adm.idaho.gov . Choose the top tab that says "Administrative Rules". There are two links on that site that are

important now and in the future. They are the “Idaho Administrative Code” link and the “Idaho Administrative Bulletin” link

- The Bulletin is where proposed and temporary rules are published.
- By choosing the link to the “Idaho Administrative Code”, there are links to state agency rules.
- Select “Health and Welfare” and there are links to different sets of rules. Take some time and familiarize yourself with the list. Oftentimes one set of rules will be cross-referenced in another set. You will need to comply with any cross-referenced rules as applicable, such as the [Rules of the Idaho Board of Nursing at IDAPA 23.01](#).

Health and Welfare Website

Access the Health and Welfare website at www.healthandwelfare.idaho.gov.

Centers for Medicare & Medicaid Services

Access the Centers for Medicare & Medicaid Services website at www.cms.hhs.gov.